

## LANCASTER COUNTY JUVENILE JUSTICE COORDINATOR

### NATURE OF WORK

This is responsible human services work evaluating and coordinating juvenile release parameters and placement.

Work involves communicating with law enforcement, legal and detention personnel in order to identify alternative release and placement options for juveniles under County jurisdiction. Work also involves interviewing youth and family members, preparing and presenting information for court testimony and maintaining necessary case records. General supervision is received from the Human Services Administrator with work reviewed in the form of reports, conferences and results achieved.

### EXAMPLES OF WORK PERFORMED

Oversee juvenile justice grants including writing and implementation of those grants; coordinate the comprehensive juvenile services plan; monitor graduated sanctions programs for effectiveness and capacity.

Arrange meetings to assess needs and capabilities of detained juveniles; communicate with attorneys, probation officers, law enforcement and detention personnel to facilitate alternative placement or retribution arrangements for detained juveniles; educate court officials, probation officers, case workers and attorneys about placement options and role as a facilitator; prepare and present information for court testimony.

Establish, develop and maintain relationships with potential public and private juvenile service providers; meet with juveniles, family members, school officials, case workers, medical providers and associated service providers to obtain and exchange placement information.

Provide and maintain case records related to alternative release and placement referrals/activities; develop and complete program informational forms and service summaries; maintain program statistics and related financial records and complete required reports; participate in community groups and task forces related to juvenile detention and program services.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and methods used in providing juvenile detention and release services.

Knowledge of the functions and services provided by various community agencies related to juvenile detention.

Knowledge of juvenile legal proceedings, juvenile court and probation systems and general law practices.

Ability to conduct thorough interviews and utilize the information to make appropriate placement recommendations.

Ability to establish and maintain effective working relationships with juveniles, law enforcement and justice system personnel, community service providers, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to generate and maintain accurate records.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major coursework in criminal justice, social work or related field and considerable experience in providing direct care services to juveniles. Experience in juvenile probation or working with juvenile service providers preferred.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major coursework in criminal justice, social work or related field and experience in providing direct care services to juveniles or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director